

eGovernment Employee Recognition Program

The eGovernment Department will be initiating an employee recognition program to recognize individuals that have made a significant and outstanding contribution to the department. Submissions will be accepted throughout the year. At the end of each year, a special award will be granted to the employee of the year.

Who is eligible?

All employees of the eGovernment Department are eligible to nominate or be nominated for the eGovernment Employee of the Year. See nominating criteria below.

The employee being nominated must have received at least one performance evaluation with an overall rating of above satisfactory or higher in the eGovernment Department.

Note: The Department Director, Assistant Directors, and Division Directors are not eligible to participate.

How are employees nominated?

Any employee can nominate any eligible employee.

Employee, for the purposes of this program, means **all** eGovernment employees, including supervisors and managers, with the exception of those employees indicated above.

What are the criteria for nominating an employee?

An employee who has made a significant contribution, work or employee-related, that benefits eGovernment or Miami Dade County in some way, could be nominated for the award.

Employees will be selected based on the following criteria:

- ÿ Prompt response to customer service requests
- ÿ Excellent participation in teamwork
- ÿ Excellent example to co-workers
- ÿ Initiation of new ideas that have proven beneficial to the department
- ÿ Special efforts above and beyond assigned job duties
- ÿ Increased productivity or efficiency in the department
- ÿ Participation in community activities
- ÿ Commitment to public service

The nomination should include, at a minimum:

- **WHO** is involved (nominated employee and a person and/or agency that can substantiate the employee's involvement)
- **WHAT** did the employee do
- **WHY/HOW** was this beneficial to the department or County
- **WHEN** did the event occur and
- **WHERE** did the event occur

What is the nomination process?

1. An employee recognizes a fellow employee's involvement in an appropriate activity worthy of recognition.
2. The person making the nomination prepares a Nomination Form that includes responses to the WHO, WHAT, WHY/HOW, WHEN and WHERE.
3. The completed Nomination Form is sent to the eGovernment Administrative Services Manager.
4. At the end of each year a panel, assembled by the department director, will review all Nomination Forms received and decide who will be the eGovernment Employee of the Period.

What are the times for submitting nominations?

Nominations may be completed and forwarded at any time during the year.

What are the rewards for selection as eGovernment Employee of the Year?

1. The eGovernment Director will present a plaque or trophy along with a letter of congratulations to the Employee of the Year. A copy of the letter of congratulations will become a part of the employee's permanent personnel file.
2. Eight hours of Administrative Leave will be granted for use the following quarter.
3. A U.S. Savings Bond for \$100 will be issued in accordance with Administrative Order Number 7-30.

Countywide Employee of the Year Procedure

Employees of the eGovernment Department that have been nominated and/or awarded through the department's recognition program will be considered for nomination for the Countywide Employee of the Year Award as defined in A.O 7-30.

eGovernment Employee Recognition Program Nomination Form

Please use the following guide to nominate the employee of your choice. Check as many statements as are applicable. You may attach additional comments and supporting documentation.

Date: _____

Your Name: _____ **Your Title:** _____

Division/Section: _____ **Your Phone Number:** _____

I nominate _____ to receive recognition through
the eGovernment Department's Employee Recognition Program.

The reasons for the nomination are as follows (check as many boxes as you feel apply and add additional comments):

☐ **Employee consistently provides outstanding customer service**

☐ **Employee encourages teamwork and cooperation**

☐ **Employee has a professional approach to the daily work load, in working with others, our clients and the public**

☐ **Employee performs above and beyond assigned job duties**

ÿ **Employee has contributed to increased productivity or efficiency in the department**

ÿ **Employee distinguishes himself/herself by participating in community service activities**

ÿ **Employee has demonstrated a personal commitment to the job by contributing to the overall goals/mission of the department**

Explain *What* the employee did, *When* and *Where* the action took place and *Who* can substantiate the event or action?

How did the employee's action help the department and/or Miami Dade County?

Please add any comments which best describe the employee you are nominating:
